



# *The Commonwealth of Massachusetts*

*Executive Office of Administration and Finance*

*Designer Selection Board*

1 Ashburton Place, 10<sup>th</sup> Floor, Room 1004  
Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

## **PUBLIC NOTICE #08-13**

**August 6, 2008**

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #08-13**. Applicants are requested to submit a separate Designer Selection Board Application 2005 Form (**16 COPIES**) for each project for which they wish to be considered. **PLEASE NOTE THAT THE NEW APPLICATION FORM ISSUED AS OF JANUARY 1, 2000 HAS BEEN REVISED.** The new revised form is entitled DSB 2005 Application Form. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows ® 97 is available from the Web site address [http://www.state.ma.us/cam/DSB/fi\\_dselectboard.html](http://www.state.ma.us/cam/DSB/fi_dselectboard.html). **Please be sure to use the revised form.** An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications. **Application closing date for projects on List #08-13 is 2:00 p.m., WEDNESDAY, AUGUST 27, 2008.** Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Please utilize return receipt, registered, or certified mail if acknowledgment of delivery of application(s) is desired. \*Forms which may be reproduced can be picked up free of charge on regular work days between 8:45 a.m. – 4:30 p.m. at the above address. Bearer must prepare his own receipt for hand delivered data if a receipt is desired.

This Public Notice, including attachments, may be duplicated by any and all interested persons and is being furnished to the following societies for their information and disposition:

**Please note the following: This Public Notice #08-13 includes: (a) the procedures for conforming to Executive Order #390 (Minority and Women Owned Business Participation)**

**ALL APPLICATIONS MUST BE SUBMITTED ON THE NEW DSB 2005 APPLICATION FORM (ENCLOSED HEREIN)**

**FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.**

**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD**



# ***The Commonwealth of Massachusetts***

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1 Ashburton Place, 10<sup>th</sup> Floor, Room #1004  
Boston, Massachusetts 02108

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## **PUBLIC NOTICE**

**TO: Worcester Telegram  
The Republican**

**20 Franklin Street, Legal Ads  
1860 Main Street, Legal Ads**

**Worcester, 01609  
Springfield, 01101**

**FROM: Designer Selection Board**

**DATE: July 29, 2008**

**SUBJECT: Classified Legal Advertisement**

On August 8, 2008, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE DESB #7173.

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**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR  
DESIGNER SELECTION BOARD**

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

Engineers and architects are advised that DSB Project List #08-13, dated August 6, 2008 describing 01 Division of Capital Asset Management and Maintenance (DCAM) projects is now available. Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Application closing date is 2:00 p.m., WEDNESDAY, AUGUST 27, 2008.

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

## **APPLICANTS PLEASE NOTE:**

The following requirements were implemented on the following dates and continue to be requirements.

### **July 2008:**

In the future it will only be necessary to attach “SOMWBA Certification forms” for MBE and WBE and “Sub-consultant Acknowledgement forms” to ONE (ORIGINAL) copy of the applications and NOT all sixteen (16) copies.

Application Change: Copies for DSB 2005 Application change from 15 to 16 copies.

### **April 2008:**

Application Changes: Question 2a - Changed from Project # to DSB #, Item # and Question 12 – Professional Liability Claims Changed from 7 to 5 years.

### **January 2008:**

In reference to April 2007, display only applications e.g. PDF format are NOT acceptable.

### **October 2007:**

A person may not submit more than one application as a “prime” applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other “prime” applications on the same project. For the purposes of this paragraph the term “person” means an individual, corporation, association, partnership or other legal entity.

### **April 2007:**

Application Change: An additional electronic copy of the completed Application Form in cd format, using MS Word or other word processing software, is to be included with the printed Applications.

If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software is to be included with the submitted update.

Application Change: Question #9 – “Construction Cost” replaced “Project Cost”

### **April 2006:**

Change of address. As of April 3, 2006, all future correspondence should be delivered to One Ashburton Place, 10<sup>th</sup> Floor, Room 1004, Boston, MA 02108.

### **February 2006:**

- Please be sure to use the latest forms when applying for State funded projects.
- It is the responsibility of the Prime applicant to ensure all of their sub-consultants also use the current application forms. Failure to do so will be grounds for the application to be rejected.

### **April 2005:**

- Please note New DSB 2005 Application Form.
- Applicants are now required to respond to Question #10 as noted on page 7 of the application form.
- It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGEMENT) for each listed sub-consultants stating that they are aware and agree to

being nominated by said applicant. One Copy of which must have an original signature. This form is now the last page of the DSB Application 2005.

- Failure to supply above documents may result in rejection of application.
- Please note New DSB 2005 Master File Brochure
- New Section on the Web: Most Common Mistakes On Applications at [http://www.state.ma.us/cam/dsb/db\\_dsbcommon.html](http://www.state.ma.us/cam/dsb/db_dsbcommon.html)

**October 2003:**

**Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.**

## **DSB 2005 MASTER FILE BROCHURE**

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File 2005 Brochure, (attached herein). If an updated Master File Brochure is submitted at any time, an additional electronic copy in cd format using MS Word or other word processing software, is to be included with the submitted update. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Electronic copies of the forms are available at the following Commonwealth's Web site:

[http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html)

### **CHAPTER 579**

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

#### **Section 38G**

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

## **ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB**

1. Submission of Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same.
2. Updating of the DSB 2005 Master File Brochure when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06, replaces the former DCAM Form C-2 Contract for Design Services) or the DCAM Standard Contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3 if applicable.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
  - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
  - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

## **ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS**

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

*"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:*

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

**[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]**

*(iv) if a joint venture, each joint venturer satisfies the requirements of this section.*

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

## **CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS**

### **IN CONFORMANCE WITH CHAPTER 7, SECTION 38F**

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
  - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
  - b. Effectiveness of meeting established program requirements and function within allotted budget.
  - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
  - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
  - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
  - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

## PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

### GOALS

*Subject to the terms of this memorandum*, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

### MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM/User Agency reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.



## DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance ("SOMWBA"). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise ("DBE"), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

## IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

**The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.**

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM's Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM's Compliance Office shall review and either approve or disapprove the Designer's submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer's compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer's request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.
- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.

- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION**  
**BY MINORITY/WOMEN BUSINESS ENTERPRISES**  
**DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number \_\_\_\_\_ Project Location \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

**BIDDER CERTIFICATION:**

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ \_\_\_\_\_

Total Dollar Value of MBE Commitment: \$ \_\_\_\_\_

WBE Goal: \$ \_\_\_\_\_

Total Dollar Value of WBE Commitment: \$ \_\_\_\_\_

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Business Address \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date \_\_\_\_\_

Design Schedule for Participation – Revised 02/05/02

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

Name of Designer

- | Describe MBE/WBE Scopes of Work | Dollar Value of Participation |
|---------------------------------|-------------------------------|
|                                 |                               |

Date \_\_\_\_\_

**THIS OFFICIAL FORM MAY NOT BE ALTERED**  
**POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS**

**Amended by the Designer Selection Board on December 15, 2000**

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
  - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
  - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
  - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

## **GENERAL INSTRUCTIONS FOR FILING APPLICATIONS**

1. As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Mater File Brochure is replaced by the DSB 2005 Master File Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (included herein). All specific project applications must be submitted on the new DSB 2005 Application forms. Submissions that are on the old Form 2000 will not be accepted.
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows 97 is available for download from the Web site address: [http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html).
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
10. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
11. Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
13. Applications should be mailed to the Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108.
14. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
15. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
16. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

**NOTE** **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: [www.mass.gov/forms/fi\\_designerprocman.html](http://www.mass.gov/forms/fi_designerprocman.html).

**Commonwealth of  
Massachusetts  
DSB 2005  
Master File  
Brochure**

Telephone No.: 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#:	1. Firm Name (or if not an entity, individual's name), and Business Address	2. Year Present Firm Established:	3. Date Prepared:																																				
	4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																						
	<input type="checkbox"/>	(1) SOMWBA Certified minority business enterprise (MBE)																																					
	<input type="checkbox"/>	(2) SOMWBA Certified woman business enterprise (WBE)																																					
5. Name of Parent company, if any:		5a. Former Company Name(s), if any, and Year(s) Established:																																					
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	( )		( )																																				
	( )	Total	( )																																				

10. Summary of Professional Services Fees Received: (insert Index number)						Ranges of Professional Services Fees INDEX			
Last 5 Years (most recent year first)									
2005						2004			
2003						2002			
2001						2001			
Federal Work						1.	Less than \$100,000	5.	\$1 million to \$2 million
Commonwealth of Massachusetts work						2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
All other domestic and foreign work						3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
						4.	\$500,000 to \$1 million	8.	\$10 million or greater
Experience Profile Code Numbers for use with questions 11, 12 and 13									
001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.		
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures		
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies		
004	Air Pollution Control	040	Gas Systems ( <i>Propane; Natural, Etc.</i> )	068	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	103	Swimming Pools		
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities		
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>		
007	Arctic Facilities	043	Structures or Components	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services		
008	Auditoriums & Theaters	044	Heating, Ventilating, Air Conditioning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering		
009	Automation; Controls; Instrumentation	045	Health Systems Planning	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)		
010	Barracks; Dormitories	046	Highrise; Air-Rights-Type Buildings	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways		
011	Bridges	047	Highways; Streets; Airfield Paving; Parking Lots	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development		
012	Cemeteries	048	Historical Preservation	076	petroleum and Fuel ( <i>Storage and Distribution</i> )	111	Utilities ( <i>Gas &amp; Steam</i> )		
013	Chemical Processing & Storage	048A	Hospital and Medical Facilities	077	Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	112	Value Analysis; Life-Cycle Costing		
014	Churches; Chapels	048B	Medical Facilities - Mental Health	078	Planning ( <i>Community, Regional</i> )	113	Warehouses & Depots		
015	Codes; Standards; Ordinances	048C	Medical Facilities - Acute Care	079	Planning ( <i>Site, Installation, and Project</i> )	114	Water Resources; Hydrology; Ground Water		
016	Codes; Standards; Ordinances	049	Medical Facilities - Ambulatory Care, Clinics	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution		
017	Cold Storage; Refrigeration; Fast Freeze	050	Hotels, Motels	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities		
017	Commercial Building ( <i>low rise</i> ); Shopping Centers	050A	Housing (Residential, Multi-Family; Apartments; Condominiums)	082	Postal Facilities		Design		
018	Communication Systems; TV; Microwave	050B	Housing - Residential Mental Health	083	Power Generation, Transmission, Distribution	117	Zoning; Land Use Studies		
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	084	Prisons & Correctional Facilities	201			
020	Computer Facilities; Computer Service	050C	Housing - Elderly	084A	Correctional Facilities - Minimum Security	202			
020	Conservation and Resource Management	050D	Housing - Assisted Living	084B	Correctional Facilities - Medium Security	203			
021	Construction Management	051	Housing - Assisted Living	084C	Correctional Facilities - Maximum Security	204			
022	Construction Management	052	Hydraulics and Pneumatics	084D	Correctional Facilities - Youth Detention	205			
022	Corrosion Control; Cathodic Protection; Electrolysis	053	Industrial Buildings; Manufacturing Plants	084E	Public Safety Facilities - Police/Fire Stations				
023	Cost Estimating	054	Industrial Processes; Quality Control	084F	Public Safety Facilities - Training				
024	Cost Estimating	055	Industrial Waste Treatment	085	Product, Machine & Equipment Design				
024	Dams ( <i>Concrete; Arch</i> )	056	Interior Design; Space Planning	086	Radar; Sonar; Radio & Radar Telescopes				
025	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	055A	Facilities Management	088	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )				
026	Desalination ( <i>Process &amp; Facilities</i> )	056	Irrigation; Drainage	088A	Recreation Facilities - Ice Rinks				
027	Dining Halls; Clubs; Restaurants	057	Judicial and Courtroom Facilities	088B	Recreation Facilities - Senior/Community Centers				
028	Ecological & Archeological Investigations	058	Laboratories; Medical Research Facilities	088C	Recreation Facilities - Senior/Community Centers				
029	Educational Facilities; Classrooms	058A	Laboratories; Medical Research Facilities	089	Park Support Facilities ( <i>Bath House; Visitor Center</i> )				
029A	Educational Facilities; Higher Ed	058B	Laboratories; Commercial	089	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )				
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Higher Ed Research Sciences	090	Resource Recovery; Recycling				
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Heavy Equipment	091	Radio Frequency Systems & Shieldings				
029D	Educational Facilities; Child Day Care	058C	Laboratories; Pathology, Medical Examiner	092	Rivers; Canals; Waterways; Flood Control				
030	Electronics	058D	Laboratories; Crime Investigation	093	Safety Engineering; Accident Studies, OSHA Studies				
031	Elevators; Escalators; People Movers	059	Landscape Architecture	094	Security Systems; Intruder & Smoke Detection				
032	Elevators; Escalators; People Movers	060	Libraries; Museums; Galleries	095	Seismic Designs and Studies				
032	Energy Conservation; New Energy Sources	061	Lighting (Interiors; Display; Theatre, Etc.)	096	Sewage Collection, Treatment and Disposal				
032A	Sustainable Design	062	Lighting ( <i>Exteriors</i> )	097	Soils & Geologic Studies; Foundations				
033	Environmental Impact Studies, Assessments or Statements	063	Materials Handling Systems; Conveyors; Sorters	098	Solar Energy Utilization				
034	Fallout Shelters; Blast-Resistant Design	064	Metallurgy	099	Solid Wastes; Incineration; Land Fill				
035	Field Houses; Gyms; Stadiums			099A	Hazardous materials Abatement				
036	Fire Protection								



11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).						
Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

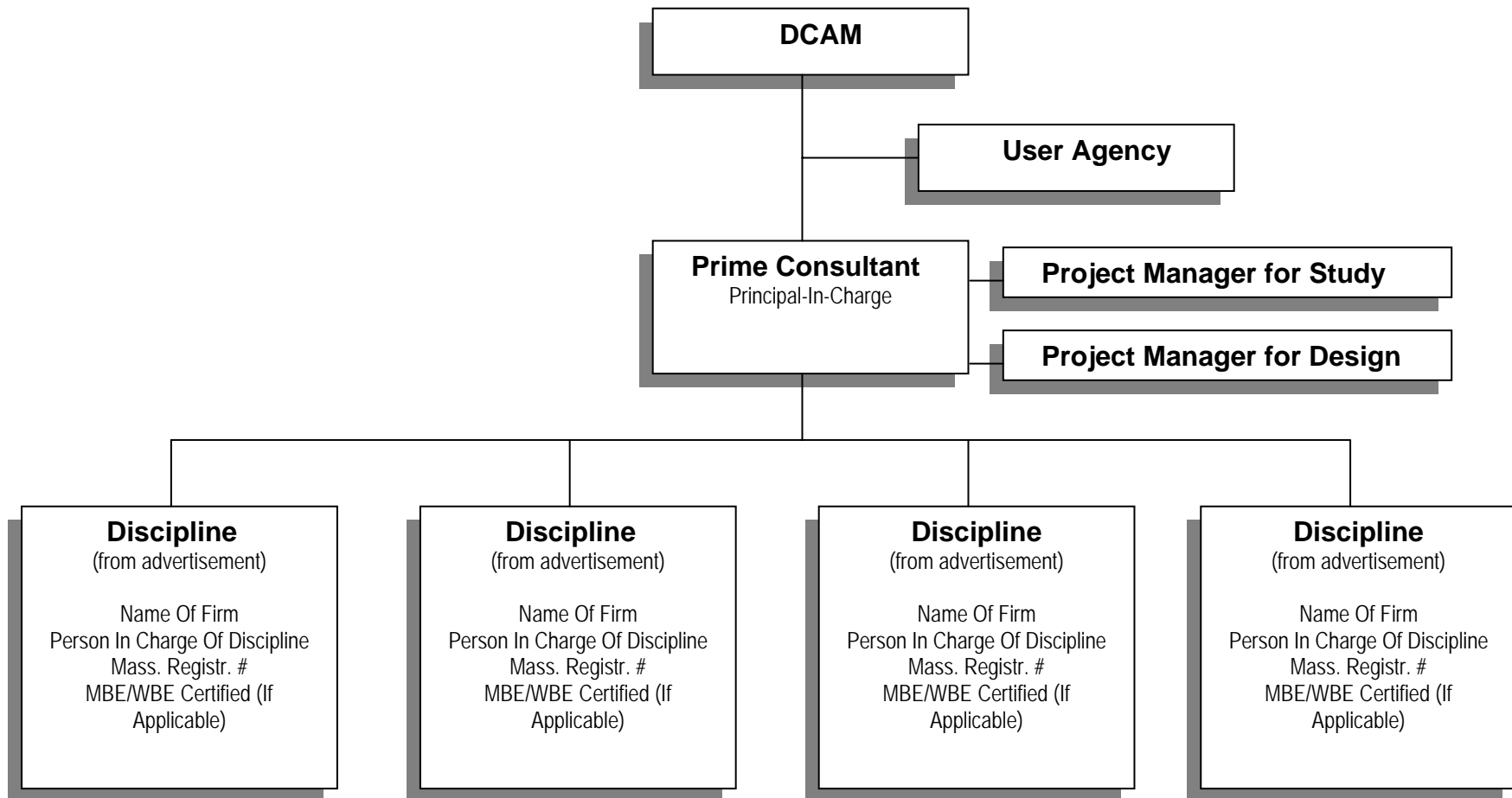
			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).						
Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number		Present Policy Expiration Date		Aggregate Amount Payable		
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.						
Submitted by (Signature) _____			Printed Name and Title _____		Date _____	

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

<b>Commonwealth of Massachusetts DSB 2005 Application Form</b>	1. Project Name/Location for Which Firm is Filing:		2a. DSB #                      Item #																																																																	
			2b. Mass. State Project #																																																																	
3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study:        (if applicable) For Design:      (if applicable)																																																																		
3b. Date Present And Predecessor Firms Were Established:		3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																		
3c. Federal ID #:		3g. Name And Address Of Parent Company, If Any:																																																																		
3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):     Email Address: Telephone No:                      Fax No.:																																																																				
3h. Check Below If Your Firm Is Either: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(1) SOMWBA Certified Minority Business Enterprise (MBE)</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(2) SOMWBA Certified Woman Business Enterprise (WBE)</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE)</span> <input type="checkbox"/> </div>																																																																				
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																				

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b><u>ONLY</u></b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement And They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					



9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location And Principal-In-Charge:	Awarding Authority (Include Contact Name And Phone Number)	Construction Costs (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
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		2.			
		3.			
		4.			
		5.			
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		8.			
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		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <b><u>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																																
11.	Professional Liability Insurance:  <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name of Company</td> <td style="width: 30%; text-align: center;">Aggregate Amount</td> <td style="width: 30%; text-align: center;">Policy Number</td> <td style="width: 10%; text-align: center;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
12.	Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary):																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners And Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name And Title	% Ownership	MA Reg.#	Status/Discipline	Name And Title	% Ownership	MA Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Submitted By (Signature) _____         </div> <div style="width: 45%;">           Printed Name And Title _____ Date _____         </div> </div>																																

**The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SOMWBA Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB 2005 S-CA	Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGMENT
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Project: \_\_\_\_\_

Applicant Designer: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_

### SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
Signature of Sub-Consultant Duly Authorized Representative

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

**It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature.**

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 08-13 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** August 6, 2008

**LAST DATE FOR FILING APPLICATION IS:** August 27, 2008 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

( <b>X</b> )	Architect	( )	Engineer
( <b>X</b> )	Architect/Engineer (A/E)	( )	Other:

**PROJECT NUMBER:** **UMA0801ST1**

**PROJECT TITLE:** **New Academic Classroom Facilities**

**PROJECT LOCATION:** **University of Massachusetts, Amherst**

**AWARDING AGENCY:** **Division of Capital Asset Management**

**APPROPRIATION SOURCE:** **Agency Funding**

**AVAILABLE AMOUNT:** **\$85,000,000 subject to legislation**

**ESTIMATED CONSTRUCTION COST:** **\$60,000,000**

**TOTAL FEE**, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

( <b>X</b> )	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<b>\$1,050,000</b>	dollars
( <b>X</b> )	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	<b>7.5</b>	per cent

**IMMEDIATE SERVICES AUTHORIZED:**

- ( **X** ) CERTIFIABLE BUILDING STUDY  
( **X** ) OTHER: COMPREHENSIVE ACADEMIC PLAN

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

- ( **X** ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( **X** ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( **X** ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( **X** ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
( ) OTHER:

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All applicants must indicate how they will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 entitled "Participation by Minority Owned Businesses and Woman Owned Businesses" and at Attachment E of the DCAM Standard Contract for Design Services. Applications from MBE and WBE firms as prime consultant are encouraged.

**APPROPRIATION LANGUAGE:** Pending passage of the House Bill No.4538. “ To provide for a program of capital improvement to public higher education institutions of the Commonwealth.....For costs associated with planning studies.....preparation of plans and specifications, repairs, construction, renovations, improvements, maintenance and repair....at the University of Massachusetts campus facilities and grounds.....that not less than \$85,000,000 shall be expended for a new academic classroom building at the Amherst campus.

**GENERAL SCOPE OF WORK:**



**Comprehensive Academic Classroom Facilities Plan and Certifiable Study for New Academic /Classroom Building**  
The Division of Capital Asset Management, in conjunction with the University of Massachusetts, Amherst (UMass), seeks expert professional services for a two phased effort that will include the preparation of a Comprehensive Academic and Classroom Facilities Plan and a Certifiable Study for a New Academic and Classroom Building at the Amherst campus. Each phase of the study will be conducted in four stages: goals of the project, information gathering and analysis, potential solutions, and consensus solutions.

**Overview**

The University of Massachusetts at Amherst is a Carnegie Research Extensive University that competes nationally in many academic fields at the highest level of teaching and research. UMass is in the process of implementing a new faculty hiring program throughout the University. The continued ability of the Amherst campus to attract and retain the next generation of the highest caliber faculty and to increase student enrollment requires renewal and expansion of the academic facilities.

The University's strategic plan for general academics facilities and classrooms focuses upon the need to expand facilities to accommodate growth, modernize existing facilities, replace obsolete space, and relocate and consolidate departments that have grown without the benefit of functional adjacency and contiguity. As part of the long range need to revitalize the academic core, this plan will serve new functions in a manner compatible with the campus plan and architectural context. The plan for new Faculty hiring and recent expansion of student population, in combination with antiquated building systems and cramped conditions, drive the need for a substantial amount of new general academic and classroom space. The higher education bond bill will provide UMass with the opportunity to add additional space to address these needs.

In addition, many of the existing campus buildings remain appropriate for their current use but require significant renovations to better support evolving programs. To extend the useful life of the facilities, this Study will consider a number of factors including but not limited to:

- Adjusting room sizes and adjacencies
- Providing new room types and virtual learning environments
- Updating the systems that support the building and its new arrangement
- Providing space for newly configured departments to allow alignment with revised organizational structure

To support the faculty and student growth, the University is beginning an important phase of capital improvement through renovation and new building construction. It is a priority of this study to introduce innovative and comprehensive water and energy efficient design into the earliest phases of the design process and apply sustainable functionalities into all aspects of the design.

## **General Project Information**

### *Project Funding*

The planning work for Phase I, the Comprehensive Academic and Classroom Facilities Plan, encompasses conceptual planning for new Academic and Classroom Buildings including an addition to the Isenberg School of Management (funding to be determined) and renovations to the other buildings. Anticipated funding in the Higher Education Bond Bill includes \$85M for a new Academic Building and \$12.5M for renovations. In addition, the focus of Phase I will evaluate backfill renovations to numerous academic buildings funded by UMass capital funds. The Phase II scope of work will be to prepare a certifiable building study for a new general academic building.

### *Study Process*

The Study will involve a highly interactive planning process with the UMass academic leadership, faculty, Division of Facilities and Campus Planning (F&CP), and DCAM. Weekly work sessions with the study team will be held along with periodic workshops that invite UMass and DCAM department members to identify potential obstacles and expedite decision making. It is expected that the Prime Principal-In-Charge will participate throughout all phases of the study. The Sustainable Design Specialist (see description on p.7) will also be a key team member to introduce innovative and sustainable water and energy opportunities early in the design process and continue to provide engineering and design recommendations through all phases.

### *Study Milestones*

The University anticipates that the study for the new academic classroom will span 12 months. The expectation is that Phase II, the Certifiable Study for the new Academic and Classroom Building, will begin midway into Phase I and be completed within six months allowing Final Design for Phase II to begin in the Fall of 2009. Applicants need to demonstrate in Question 10 on their application, sufficient staff dedicated to this project to meet this timeline.

## **Scope of Work**

The scope of work for the study will include, but not be limited to, the following items:

### **Work Plan**

1. Review preliminary Work Plan to be prepared by DCAM. Validate and /or propose modifications for final Work Plan based on: initial investigations and meetings with UMass and DCAM; clear understanding of the requirements for this project; UMass goals; and statements of deficiencies from prior planning efforts.
2. The Work Plan shall include a full task breakdown by scope (discipline), cost, schedule, deliverables and corresponding fee payments, and resources required.

## **Phase I: Comprehensive Academic Facilities Plan**

### *Objectives of the Academic Facilities Plan*

1. Develop a comprehensive needs assessment for the designated academic disciplines taking into account space utilization, condition of existing space, space and program decompression, and future growth projections.
2. To meet needs of the project's academic activities, enrollment, and changed pedagogy:
  - o Develop a comprehensive analysis of existing classroom and lecture hall conditions and capabilities (configuration, equipment, location, size).
  - o Prepare a space utilization plan using UMass prior 2005 data as a starting point and developing new utilization data summaries and detail.
  - o Make recommendations for a prioritized and phased improvement, modernization, and expansion plan.
3. Develop a strategy to meet the needs of the general academic departments that include solutions for new construction and renovations for backfill of existing space.
4. Determine the optimal implementation plan that considers sustainable design, energy demands, water conservation, department programs, costs, and construction phases for multiple projects.

*Scope of work will include, but not be limited to:*

- Review of all relevant documents and prior work prepared by UMass;
- Validate existing building condition reports and identify key physical conditions that will impact space use including energy and water use;
- Document the deficiencies and needs of the designated academic spaces;
- Identify opportunities and constraints of existing buildings and potential sites;
- Determine the maximum development potential for up to four new buildings sites;
- Develop a prioritized program of carefully defined space needs and adjacencies, related building condition issues, sustainable planning including energy and water impact, and infrastructure requirements;
- Develop options to determine the best use for existing facilities and new buildings testing the University's strategy to build up to two new academic buildings, re-program up to ten buildings and implement major renovations up to four existing buildings.
- Consider the distinct mechanical needs of the diverse program elements and efficiently provide for different occupancy zones within the existing and new buildings;
- Prepare conceptual energy modeling and cost analysis for all the buildings in the study to assist in selection of the preferred option;
- Evaluate options based on analysis of site planning and impact on surrounding areas, construction feasibility and cost, and the best opportunity to optimized energy and water efficiency;
- Create a set of prioritized projects considering the University's research goals, energy and water use per Executive Order 484, sequencing, and timing of the projects.

#### **Phase I Deliverables**

- *Volume 1:* Work Plan for Phase I & II: a full breakdown of activities, fee schedule, project schedule, and deliverables.
- *Volume 2:* Information Gathering, Feasibility Analysis and Program Analysis Report: documentation of building assessments identifying deficiencies in existing building systems and envelope, energy and water impacts, code issues, costs, etc; site analysis of designated sites; documentation of needs assessments including interview notes, programmatic requirements, peer institution comparisons, benchmark standards by functional group, etc.
- *Volume 3:* Alternative Implementation Solutions Report: documentation on development scenarios, schedules, back fill plans and phasing, conceptual cost estimates, etc.
- *Volume 4:* Academic Implementation Plan: documentation of preferred solution (phasing, costs, plans, etc) and compilation of work-to-date that led to development of the preferred solution, including energy and water impacts, the site selection for the new academic building.

#### **Phase II: Certifiable Study for New Academic and Classroom Building (\$61 million estimated construction cost)**

##### *Certifiable Study Project Objectives*

1. Prepare a certifiable study for one new general academic building.
2. Define the amount, types, and quality of academic and classroom space that can be built within the project budget.
3. Address the requirement for new large classroom space ranging in size from 100 to 250 seats.
4. Examine the entire facility from a "whole building" perspective to improve the efficiency of the complete facility. Establish sustainability goals, including energy and water criteria, and use life cycle cost analysis as a basis for energy and water decisions. Consider renewable energy sources and water harvesting. Document requirements to achieve Mass LEED Plus through LEED Platinum.

*Scope of work will include, but not be limited to:*

- Prepare detailed technical assessment of the site(s) selected as the consensus site and for the site area, infrastructure, and related context elements;
- Identify and evaluate alternate methods, systems, and materials achieving the Mass LEED Plus requirements and LEED Silver certification or higher;
- Analyze the integration of a new academic classroom building with the south and west campus core
- Prepare detailed program of the academic programs to be accommodated including critical adjacencies;
- Develop feasible architectural concepts that best accommodate the program;

- Document the consensus solution, including identification of final program, schematic layout, summary description of the construction scope, energy and water impact, detailed construction cost estimate, and project schedule;
- Prepare final documentation of the building study, submit and complete through final certification by DCAM all requirements for a study as described in the October 2000 edition of the DCAM Guidelines for the Preparation of Studies for Building Projects.

## Phase II Deliverables

- **Volume 1: Work Plan for Phase II:** a full breakdown of tasks, fee schedule, and deliverables
- **Volume 2: Information Gathering, Feasibility Analysis and Program Analysis Report:** documentation and development of refined building program determined in Phase I, site analysis of selected building site, and documentation of code issues, energy and water impacts and opportunities, building and structural systems requirements.
- **Volume 3: Potential Solutions Report:** documentation of the conceptual options including floor plans, sections, massing diagrams, summary of pros and cons, relative costs, energy strategies, construction scenarios, and schedule.
- **Volume 4: Final Building Study Report:** documentation of the preferred option including refined space program with room data sheets, floor plans, sections, site plan, outline specifications, energy and water strategies, budget, schedule, and study processes as described in DCAM's *Guidelines for Preparation of Studies of Building Projects*. <http://www.mass.gov/dcam/dlforms/STUguide.pdf>

## UMass Academic Program

The changes in general academic teaching over the past 35 years profoundly impact the amount, types, and quality of space required. The increase in research being conducted, new areas of inquiry, new classroom technologies that consider a wider range of possibilities than overlay of new technologies upon existing pedagogy, and new types of learning spaces all contribute to the need for additional and quality space.

The existing academic facilities at UMass have aged and no longer support today's teaching and research programs. There is a need to decompress and provide normal and adequate space on par with peer institutions. The dispersed and disconnected locations of the many academic departments limit the ability to grow and expand programs.

Important considerations for classrooms are: acoustics, thermal comfort, lighting (ambient for teaching, dimmed for note taking, controls for presentations, stage lights in large auditoriums) and consideration of alternative classroom spaces. Technology has allowed learning to happen "anyway, anyplace, any time" including wireless locations, living learning with housing, large faculty offices, café options, and outdoor seating areas.

For the general academic departments there is a need to provide accessible and appropriate space for high profile programs, consolidate and expand growing and dispersed academic departments, and provide space for administrative offices of Deanships.

In addition, the **study will evaluate the classrooms and auditoriums in the general academic buildings**, define the program needs, and re-purpose outdated facilities. The Study will incorporate a full range of teaching and web-based technology throughout the academic classrooms. **The study will evaluate 275 classrooms and lecture halls containing 13,500 seats across 43 buildings.**

The Study encompasses a wide range of departments within six colleges with approximately 1,100,000 NASF of space in 17 buildings. Departments include but are not limited to:

- Commonwealth College, the Honors College at the University of Massachusetts, Amherst
- School of Education
  - Educational Policy, Research and Administration, Student Development & Pupil Personnel Services, Teacher Education & Curriculum Studies
- College of the Humanities & Fine Art



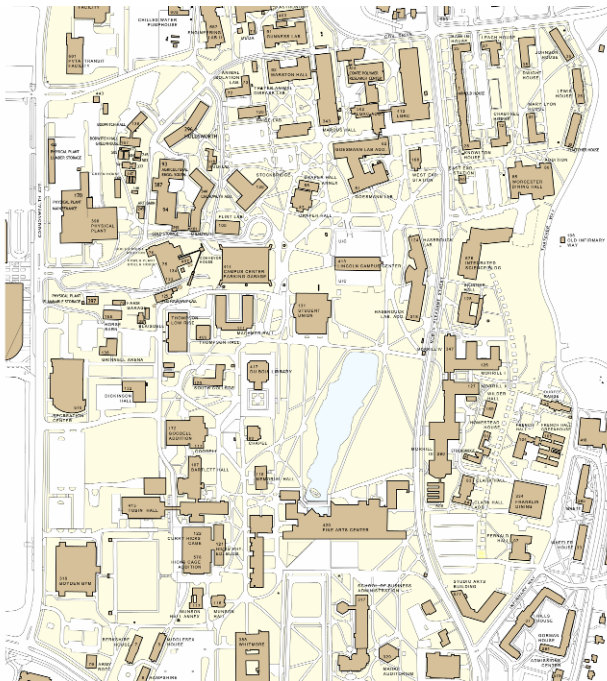
- Afro American Studies, English, History, Languages, Literatures and Cultures, Linguistics, Music & Dance, Women's Studies, Dean's Office
- Isenberg School of Management
  - Accounting and Information Systems, Finance and Operations Management, Hospitality and Tourism Management, Management, Marketing, Sport Management
- College of Natural Resources & the Environment
  - Landscape Architecture and Regional Planning
- School of Public Health & Health Sciences (non lab space)
  - Communication Disorders, Public Health, Dean's Office
- College of Social and Behavioral Sciences
  - Anthropology, Communications, Economics, Political Science, Psychology, Social Thought and Political Economy, Sociology, Dean's Office
- Provost's Office
  - Advising, Research Support Functions and Research Commons

Background information regarding UMass and the Colleges and Departments listed in this Ad can be found on the UMass website ( <http://www.umass.edu/> ).

### Potential Building Sites

This study will evaluate up to four potential building sites; incorporate the University infill development goals, identify opportunities and constraints of each site, and determine the maximum development potential of each site. The site locations are concentrated in the west and south areas of the core main campus. Two of the four potential sites are (1) the area on and surrounding the Hicks Way tennis courts extending to Commonwealth Avenue and to the north and east along Hicks Way and (2) the area east and north of the existing Isenberg school of Management. Other sites remain to be identified as part of the study process. This part of the campus is well served by existing and new roads and pedestrian paths. Infrastructure improvements will need to be considered for each of the sites.

A key objective is to consider this project in the context of the long range development potential of the site areas. Careful placement of the future building is also critical to creating useful campus open space that integrates and improves the existing campus open spaces, pedestrian pathways and scenic views.



*UMass Amherst Campus Core Area*

### Existing Building Analysis

The study scope will include review of building condition information, provided by the University, for approximately 20 buildings. The Study includes, but is not limited to, the following buildings: Arnold, Bartlett, Dickerson Hall, Draper, Du Bois Library, Flint, Goodell and Addition, Herter, Hills, ISOM and Alfond, Machmer, New Africa House, Old Chapel, South College, Thompson, Tobin, and Wilder.

*Range of building included in this study.*



South College – 1885, 31,000 SF



School of Management - 1963, 75,000 SF  
ISOM addition H Alfond Mgmt Center



Machmer Hall – 1957, 72,500 SF



DuBois Library – 1972; 406,480 SF



Thompson Hall – 1968; 88,000 SF



Tobin Hall – 1972, 112,000 SF

### UMass Amherst Sustainable Design and Construction

The potential for energy savings is considerable and improving energy efficiency in classroom facilities is an important priority for UMass. It is the goal of this study to introduce energy decision-making into the earliest phases of the design process and to evaluate advanced energy-efficiency features in classroom environments by using a comprehensive design approach that views the entire building as the essential ‘system’. This study will incorporate critical design strategies and introduce innovative features that alleviate energy strains and maximize energy efficiency and water.

UMass has developed a sustainable building design policy and program to ensure that the University will commit to a resource and energy conservation program based on continual improvement in the design and construction of new buildings and major renovations (<http://www.umass.edu/fp/Sustainability%20Plan.pdf>).

#### *Sustainable Design Specialist*

The Prime services will include a Sustainable Design Specialist to incorporate low-energy and climate responsive strategies. For Phase I, the Comprehensive Academic and Classroom Facilities Plan, the Sustainable Design Specialist will provide energy guidance and general building energy guidelines for the buildings in the study; energy modeling for individual buildings will be an additional service. For Phase II, the Certifiable Study, the Sustainable Design Specialist will be included in the Prime basic services and be the advocate for achieving sustainable design features; meeting energy and water reduction goals and promoting the teamwork and collaboration necessary to evaluate the complex interactions required in an integrated design process. Energy modeling services will be part of the Prime services in Phase II, the Certifiable Study.

#### *University Presidents’ Climate Commitment*

It is expected that sustainability planning will be incorporated into all aspects of the project. The University is a signatory of the *University Presidents' Climate Commitment* (<http://www.presidentsclimatecommitment.org/>) and the University has established the goal of LEED Silver or higher for new construction.

## GENERAL CONDITIONS OF THIS CONTRACT:

### *Study Contract*

If selected for study services, the applicant agrees to execute *DCAM Form C-3 Contract for Designer's Services—Study*, or its successor, without revisions or modifications. DCAM compensates the designer during the Study Phase for approved products in accordance with the approved work plan.

### *Design Contract*

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Standard Contract for Design Services (Revised 12/07)<sup>1</sup> or its successor, without revisions or modifications.

### *DCAM Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

### *PMAS*

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

### *Workshops*

UMass Amherst, DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

### *Executive Order 484*

This project shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf> and meet Mass LEED Plus requirements that all building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEA or as determined by DCAM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting EO 484's goals are documented in the consensus solution, implementation plan, and estimated construction cost.

### *LEED Certification*

This project shall be certified LEED Silver or higher. Studies for all projects shall identify and evaluate alternate methods, systems, and materials achieving Mass LEED Plus requirements and LEED Silver certification or higher. Any and all of these may be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service.

### *Environmental and other supplemental services*

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

### *Universal Design*

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access->

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<sup>1</sup> The *DCAM Standard Contract for Design Services* (Revised 12/07) replaces the former *DCAM Form C-2 Contract for Designer Services*.

[board.gov/adaag/html/adaag.htm](http://board.gov/adaag/html/adaag.htm)), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance.

DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

#### *Construction Specifications*

The designer shall utilize the DCAM Standard Specification.

#### *Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be

found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Unifomat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf>.

#### *Building Information Modeling*

Building Information Modeling (BIM) will be used in the study phase of this project for the conceptual design of the new academic classroom building. It is anticipated that BIM will be used in the final design and construction phases of this project. Applicants need to note in Question 10 on their application in-house BIM capability of the proposed project team.

#### *CAD Standards*

DCAM has established a CAD Standards Manual to ensure consistent and standardized identification and representation of drawing data. The standards generally comply with the AIA Architectural Graphics Standards and the National CAD Standard. The Manual can be found at [http://www.mass.gov/cam/forms/fi\\_CAD\\_Standards.html](http://www.mass.gov/cam/forms/fi_CAD_Standards.html).

#### *Building Commissioning*

DCAM will include building commissioning as part of this project. The Designer of record will develop in collaboration with DCAM and UMass an operations and maintenance plan to be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for MEP systems to ensure maintainability and operational efficiency.

#### *CM at Risk*

The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A. It is anticipated that the CM at Risk will be on board during the Schematic Design phase of the Final Design project.

#### *Integrated Project Delivery.*

DCAM may elect to use a modified form of Integrated Project Delivery (IPD) for this project, as generally described in the AIA document *Integrated Project Delivery: A Guide* (2007). ( [http://www.aiacc.org/site/docs/IPD\\_Guide\\_2007.pdf](http://www.aiacc.org/site/docs/IPD_Guide_2007.pdf) )

According to this guide "integrated projects are uniquely distinguished by highly effective collaboration among the owner, the prime designer, and the prime constructor, commencing at early design and continuing through to project handover."

DCAM's approach to IPD has not yet been finalized, but it will almost certainly follow the Construction Manager at Risk model, including bringing the CM in very early in the design phase of the project. Respondents should note their experience, if any, with this approach in Question 10 of their application.

#### **Additional Supporting Documents**

For additional materials for the scope of work, refer to documents on file at the Designer Selection Board and available for review in Room 1004 on the 10<sup>th</sup> floor at One Ashburton Place, Boston. The materials are also available for review at the UMass Amherst Facilities and Campus Planning office at 360 Campus Center Way, Amherst. For Amherst, please call ahead to make arrangements (413 545 1383).

- Campus Physical Master Plan 2007
- Space Utilization Study, 2005

For University Design Standards see UMass website <http://www.umass.edu/fp/> for design guidelines and related documents.

## CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the *DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06)*, (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

## Application Evaluation - Personnel

Applications will be evaluated based on the following prime and sub consultant personnel and extent of compliance with MBE/WBE participation goals. Please identify the team in Question #6 (organization chart) on DSB Application 2005. If any team member is not listed, application will not be accepted.

- |   |  |
|---|--|
| 1. Architect as Prime (Identify PIC, Study PM, Design PM and Project Architect in Question #6, organizational chart).                                       | 7. Structural Engineer   |
| 2. Higher Education Facilities Programmer and Planner   | 8. Civil Engineer  |
| 3. Higher Education Campus Planner  | 9. Code Consultant with extensive experience in Chapter 34 of the Mass State Building Code (in-house or independent) |
| 4. LEED Accredited Professional (designated team member to coordinate LEED certification efforts in Question #6)  | 10. Cost Estimator (independent consultant required)   |
| 5. Sustainability Design Specialist (see description on p.7)  | 11. Specifications Writer (in-house or independent)  |
| 6. Mechanical, Electrical, Plumbing, Fire Protection, (multidisciplinary or separate firms, indicate each team member in Question #6, organizational chart) | 12. Landscape Architect (in-house or independent)  |

Sub-consultant services may be in-house or independent. Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart in Question #6. Project Managers for Study and Final Design should be listed separately on the organizational chart.

## Application Evaluation – Project Experience

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7 §38F and work listed on DSB Application 2005 Sections 8,9, and 10 which illustrate current qualifications in the following areas

- |   |  |
|---|--|
| 1. Similar and relevant project experience in the planning and programming of Research 1 Universities, academic and classroom buildings in which multiple buildings and departments are included in the programming for a single project. | 5. Significant project experience with the design and implementation of strategies for sustainable buildings, including the reduction of energy and water use. |
| 2. Campus Master Planning and Design with expertise in site planning for multiple academic facilities in a single project.  | 6. LEED AP participation in multiple buildings for the LEED certification process  |
| 3. Significant experience with assessment of existing buildings and renovation design for academic classroom facilities.  | 7. Building Information Modeling, in-house BIM a plus  |

4. Significant experience with the planning, design, and construction of new academic classroom buildings.
- 

#### **APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at [http://www.mass.gov/cam/forms/fi\\_dselectboard.html](http://www.mass.gov/cam/forms/fi_dselectboard.html).

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 08-13 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** August 6, 2008

**LAST DATE FOR FILING APPLICATION IS:** August 27, 2008 at 2:00 p.m.

**The Board recommends applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	(     )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	(     )	Other:

**PROJECT NUMBER:** **WORCS1**

**PROJECT TITLE:** **Renovations and Repairs to Existing Buildings**

**PROJECT LOCATION:** **Worcester State College**

**APPROPRIATION SOURCE:** **College reserve funding**

**AVAILABLE AMOUNT:** **As required by projects**

**ESTIMATED CONSTRUCTION COST:** **Less than 1 million for each project**

**TOTAL FEE**, Excluding reimbursables based on scope of work and services authorized if project is completed.

( ☒ ) Lump sum established set fee per C.7, §38G(a) \$500,000 dollars

**IMMEDIATE SERVICES AUTHORIZED:**

- ( ☒ ) CERTIFIABLE BUILDING STUDY
- ( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
- ( ☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
- ( ☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS
- ( ☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT
- (     ) OTHER

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, Worcester State College has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All applicants must indicate how they will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 entitled "Participation by Minority Owned Businesses and Woman Owned Businesses" and at Attachment E of the DCAM Standard Contract for Design Services. Applications from MBE and WBE firms as prime consultant are encouraged.

N.B.1: This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract

N.B. 2: The Awarding Authority may award up to (3) contracts, each with a total value of \$500,000, to qualified designers under this contract.



**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

Worcester State College is a 54 acre campus consisting of six flat-roofed masonry buildings, with construction dates from 1932 to 2001 and a 554 space parking structure constructed in 2007. Projects are expected to include HVAC, electrical and plumbing systems upgrades, masonry renovations and repairs, building envelope repairs, installation of security systems, membrane roof repairs and installations, and landscaping and exterior lighting improvements.

The consultant will prepare certifiable studies, plans, specifications, cost estimates and will provide construction supervision for various projects. This is including, but not limited to, programming studies for various departments, renovation and repair to existing interior spaces such as classrooms, conference rooms, offices and bathrooms, renovation and repair to exterior architectural systems such as building envelopes to ensure structural integrity, and repair and replacement of site utilities, parking facilities and landscaping.

**GENERAL CONDITIONS FOR THIS CONTRACT:**

*Contract*

This contract is limited to projects with an estimated construction cost of less than \$1,000,000 as per M.G.L. C. 7 §40B, as amended by C. 159 §15 of the Acts of 2000 and C. 245 §22 of the Acts of 2002. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAM Director of Programming before final design can proceed.** Master plans and/or studies for any projects with an estimated construction cost of \$1 million or more may not be performed under this contract.

The applicant agrees to execute *DCAM Standard Contract for Final Design and Contract Administration Services* (Revised 11/06)<sup>1</sup> or its successor, without revisions or modifications.

*Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

*Construction Specifications*

The designer shall utilize the DCAM Standard Specification.

*Executive Order 484*

This project shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEA, and shall evaluate their impact on the operating agency's plan to meet EO 484's goals.

*Universal Design*

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance.

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DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

#### *Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Unifomat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

#### **CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the *DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06)*, (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB 2000 APPLICATION REV 2005.**

- |                        |  |
|------------------------|--|
| 1. Architect (prime)   | 5. Building Envelope Consultant            |
| 2. Structural Engineer | 6. Civil Engineer                          |
| 3. Mechanical (MPFP)   | 7. Landscape Architect                     |
| 4. Electrical Engineer | 8. ADA Title II (Accessibility) Specialist |
|                        | 9. Cost Estimator                          |

If the Prime is to fulfill any of the sub-consultant roles above, so indicate on the organizational chart.

**APPLICATIONS WILL BE EVALUATED BASED UPON WORK LISTED ON DSB 2000 APPLICATION REV 2/04 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |  |  |
|--|--|
| 1. Renovation of facilities of comparable type and size                                  | 4. Renovation of office and classroom facilities including specialized instructional space |
| 2. Repair and replacement of mechanical and electrical systems for comparable facilities | 5. Repair and replacement of built up and membrane roofs                                   |
| 3. Repair and renovation of masonry structures of comparable type and size               |  |

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Only complete applications submitted on the **DSB2005 Application Form** may be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and will not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.